

**IN THE MATTER OF AUTHORIZING AND EXPRESSING )  
SUPPORT FOR THE APPLICATION FOR A DEPARTMENT ) RESOLUTION NO. 41-2023  
OF LAND CONSERVATION AND DEVELOPMENT 2023-25 )  
HOUSING PLANNING ASSISTANCE GRANT )**

**WHEREAS**, the Oregon Department Land Conservation and Development (“DLCD”) offers grants to local jurisdictions for the update and modernization of local land use regulations; and

**WHEREAS**, Land Development Services (“LDS”) received authorization from the Board of Commissioners (the “Board”) to submit an application for a DLCD 2023-25 Planning Assistance Direct Grant; and

**WHEREAS**, pursuant to that authorization, LDS submitted an application for such a grant (“Application”); and

**WHEREAS**, DLCD requires a resolution or letter of support from the Board demonstrating support for the proposal before planning assistance is awarded; and

**WHEREAS**, the Application has been reviewed by the Board and the Board fully supports the proposal as presented in the Application.

**NOW, THEREFORE, IT IS HEREBY RESOLVED:**

- 1. The Board of Commissioners for Columbia County hereby authorizes and fully supports the submittal of the Application to DLCD for a DLCD 2023-25 Planning Assistance Direct Grant; and

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2. The Director of the Columbia County Land Development Services Department is hereby authorized to sign on behalf of the County all documents necessary to make application for this Grant.

Dated at St. Helens, Oregon, this 9 day of August, 2023

**BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON**

Approved as to form

By: \_\_\_\_\_

Office of County Counsel

By: \_\_\_\_\_

Casey Garrett, Chair

By: \_\_\_\_\_

Kellie Jo Smith, Commissioner

By: \_\_\_\_\_

Margaret Magruder, Commissioner



## Department of Land Conservation and Development 2023-25 HOUSING PLANNING ASSISTANCE APPLICATION

Please complete each section in the form below. Fill out the requested information in the spaces provided. **For applicants requesting multiple services, submit a separate form for each. Submit completed applications by COB July 31, 2023.**

**Date of Application:** 7/31/23

**Applicant:** Columbia County

*If applying on behalf of a jurisdiction or pursuing a joint project, please also include the recipient jurisdiction name(s)*

**Street Address:** 230 Strand Street

**City:** St. Helens

**Zip:** 97051

**Contact name and title:** Suzie Dahl

**Contact e-mail address:** [suzie.dahl@columbiacountyor.gov](mailto:suzie.dahl@columbiacountyor.gov)

**Contact phone number:** 503-397-7242

**Requested Service:**

	Direct Grant (& budget estimate)	DLCD-Provided Consultant
<b>Housing Planning Assistance Projects</b>		
Development Code Amendment	<input type="checkbox"/>   \$	<input type="checkbox"/>
Housing Capacity Analysis (HCA) <sup>1</sup>	<input type="checkbox"/>   \$	<input type="checkbox"/>
Housing Production Strategy (HPS)	<input type="checkbox"/>   \$	<input type="checkbox"/>
Housing Implementation Plan (not an HCA or HPS)	<input checked="" type="checkbox"/>   \$ 72,500	<input type="checkbox"/>
<b>Urbanization Planning Assistance Projects</b>		
Urban Growth Boundary Land Exchange	<input type="checkbox"/>   \$	<input type="checkbox"/>
Urban Growth Boundary Amendment <sup>2</sup>	<input type="checkbox"/>   \$	<input type="checkbox"/>
Urban Reserves	<input type="checkbox"/>   \$	<input type="checkbox"/>
Public Facilities Area Plan	<input type="checkbox"/>   \$	<input type="checkbox"/>
<p><i>1. DLCD does not recommend commencing a housing capacity analysis in the 2023-25 biennium as administrative rules will be updated by January 1, 2025, consistent with <a href="#">House Bill 2001 (2023 Session)</a>. If your city has an upcoming HCA deadline, please contact the housing team at <a href="mailto:housing.dlcd@dlcd.oregon.gov">housing.dlcd@dlcd.oregon.gov</a></i></p> <p><i>2. A UGB amendment requires a land deficiency identified in a Housing Capacity Analysis (HCA).</i></p>		

**Project Title:**

Columbia County Housing Taskforce Implementation Project

**Project Summary:** (Summarize the project and products in 50 words or fewer)

The goal of this project is to establish a Housing Taskforce that would provide capacity to the county and cities to implement housing strategies and to identify activities to accomplish goals and carrying out those activities. Ultimately the goal of this project is to set the stage for a minimum of three new housing projects.

**Project Description & Work Program**

Please carefully review the attached Sample Work Program. The work programs included represent typical tasks and work products associated with common project types. If you expect the project to be substantially similar (i.e. there may be minor variations, but major project deliverables align with applicant expectations) to the scope included in the Sample Work Program, the applicant does not need to submit a work plan.

However, if the applicant anticipates a proposal for a project that is substantially different from the projects included in the Sample Work Program, please include an attachment detailing the proposed project, addressing each of the following in an attachment. *Applicants proposing distinct or unique projects are expected to submit detailed proposals that specify the work tasks, products, and timelines unique to their proposal. Priority will be given to proposals that provide well-defined tasks, products, and timelines.*

**Is this project expected to be similar to the attached Sample Work Program?** Yes  No

If “yes”, please skip to the “Tasks, Timelines, and Budget” section below. If “no”, please attach a detailed work program including the following.

**A. Goals and Objectives.** The purpose of housing planning assistance projects is outlined in the attached Sample Work Program. Please state the goals or overall purpose of the project. Describe particular objective(s) the community hopes to accomplish. Please indicate whether this is a stand-alone project or is part of a longer multi-year program. If it is the latter, describe any previous work completed, subsequent phases and expected results, and how work beyond this project will be funded.

**B. Products and Outcomes.** Please describe the product(s) and outcome(s) expected from the proposed project in detail, including a brief description of any anticipated significant effect the project would have on development, livability, regulatory streamlining, and compliance with state/federal requirements, equitable socioeconomic benefits, or other relevant factors.

**C. Work Program, Timeline & Payment.** Please include a comprehensive work program describing the specific tasks, timelines, expected budget, and deliverables. Public engagement is a necessary component of any planning process but may be tailored to fit the project context. Some projects, such as code amendment or technical projects, may not require extensive engagement in comparison to major projects with substantial local policy impacts. If other changes are necessary, please consult with your Regional Representative.

## Tasks, Timelines, and Budget

List and describe the major tasks, including:

- The title of the task;
- Anticipated timeline for each task, including the tentative start date after the grant agreement or consultant contract is executed, task completion dates, and project completion date. Note that all tasks must be completed before the end of the biennium. We request that project timelines conclude no later than May 31, 2025;
- For direct grant projects, anticipated budget for the task; and
- Expected local contribution, including budget, staff time, and resources.

### Important Planning Assistance Dates

Date	Planning Assistance Milestone
June 1, 2023	Application period opens; materials distributed
June 5, 2023   10:30a – 12p	Open Forum for follow-up question & answer <a href="#">Zoom link</a>   Meeting ID: 265 799 1542   Passcode: 664570
July 31, 2023	Application period closes; materials submittal deadline
September 1, 2023	Anticipated funding decision; award notices sent
October – November 2023	Direct grant agreements anticipated execution
November – December 2023	Consultant contract anticipated execution
May 31, 2025	Project completion deadline

Task	Title	Timeline (Month, Year)	Estimated Budget*	Local Contribution
1	Project Kickoff & Identify and Recruit Housing Taskforce	11/23 to 12/23	\$ 4,000	\$ 5,000
2	Assemble and Establish Housing Taskforce	11/23 to 03/24	\$ 6,000	\$ 4,000
3	Strategy Implementation	01/24 to 05/25	\$ 47,500	\$ 36,000
4	Provide Market and Financial Feasibility Information for Priority Sites/Housing Projects	01/24 to 05/25	\$ 15,000	\$ 5,000
5		_____ to _____	\$ _____	\$ _____
6		_____ to _____	\$ _____	\$ _____
7		_____ to _____	\$ _____	\$ _____
8		_____ to _____	\$ _____	\$ _____
<b>TOTAL</b>		_____ to _____	\$ 72,500	\$ 50,000

\* Budget estimates are only required for Direct Grant requests. Applicants requesting DLCD-provided consultants can leave this field blank.

If the project is part of a multi-year program, provide an overview of the expected timelines in sequence of expected start dates and completion date for each phase and describe subsequent phases to be completed.

## Project Criteria and Additional Information

- 1. Evaluation Criteria.** Include a statement that addresses the program priorities and evaluation criteria presented in the application instructions (“Eligible Projects and Evaluation Criteria”).

This project is intended to meet all three of the project evaluation criteria and priorities with an emphasis on criteria two and three. The goal of this project is to facilitate housing production with an objective of achieving a minimum of three housing projects in the development process by the end of the project. The project will focus on multiple types of housing developments affordable to the work force and residents of Columbia County in each of the four participant cities and unincorporated Columbia County. All of the participants of this project are committed to fair and equitable housing choices and opportunities.

- 2. Project Partners.** List any other public or private entities that will participate in the project, including federal and state agencies, council of governments, city and county governments, and special districts. Briefly describe the role of each (e.g., will perform work under the grant; will advise; will contribute information or services, etc.). If the project includes multiple jurisdictions, briefly describe the capacity and support of those jurisdictions to support and participate in the project.

Columbia County (Project Lead, Advise, Implementation), Columbia Economic Team (Project Lead, Advise), Columbia Pacific Economic Development District (Project Lead, Advise), City of Clatskanie (Implementation), City of Rainier (Implementation), City of Vernonia (Implementation), City of Columbia City (Implementation).

- 3. Advisory Committees.** List any advisory committee or other committees that will participate in the project.

Project will include an Advisory Committee (Project Leads, Consultant, Participant Cities, Other Community Partners) and the Housing Taskforce (TBD).

- 4. Cost-Sharing and Local Contribution.** DLCD funds may comprise a portion of overall project costs; if so, please identify sources and amounts of other funds, staff time, or services that will contribute to the project’s success. Cost-sharing (match) is not required but recommended. **Will a consultant be retained to assist in completing grant products?** Yes  No

**Will you be utilizing this funding to dedicate your own staff resources in completing grant products?** Yes  No

### Local Official Support

The application **must include a resolution or letter from the governing body** of the city or county demonstrating support for the project. If the applicant is a regional entity proposing a joint project including multiple local governments, a letter from the local government governing body or administrator with authorization to execute intergovernmental agreements supporting the application may be included in lieu of a resolution. The letter of support may be received by DLCD after the application submittal deadline, but it must be received before planning assistance is awarded.

Submit your application electronically with all required information to:

Ethan Stuckmayer, Housing Program Division Manager  
E-mail: [DLCD.GFGrant@dlcd.oregon.gov](mailto:DLCD.GFGrant@dlcd.oregon.gov)

*Please note that we will not be accepting applications by mail. If your jurisdiction requires special accommodations, please reach out to a Grant Program Contact as soon as possible.*

If you have questions about the Housing Planning program or projects funded by this round of planning assistance, please contact:

DLCD Housing Team  
[Housing.dlcd@dlcd.oregon.gov](mailto:Housing.dlcd@dlcd.oregon.gov)

If you have questions about the Grant Program or application process, please contact:

Angela Williamson, Grants and Periodic Review Administrative Specialist  
[DLCD.GFGrant@dlcd.oregon.gov](mailto:DLCD.GFGrant@dlcd.oregon.gov) or (971) 239-2901

For all correspondence, please include the appropriate [Regional Representative](#).

Mid-Willamette Valley	Melissa Ahrens	<a href="mailto:melissa.ahrens@dlcd.oregon.gov">melissa.ahrens@dlcd.oregon.gov</a>
Central Oregon	Angie Brewer	<a href="mailto:angie.brewer@dlcd.oregon.gov">angie.brewer@dlcd.oregon.gov</a>
North Coast & Lower Columbia	Brett Estes	<a href="mailto:brett.estes@dlcd.oregon.gov">brett.estes@dlcd.oregon.gov</a>
Eastern Oregon	Dawn Hert	<a href="mailto:dawn.hert@dlcd.oregon.gov">dawn.hert@dlcd.oregon.gov</a>
Portland Metro (West)	Laura Kelly	<a href="mailto:laura.kelly@dlcd.oregon.gov">laura.kelly@dlcd.oregon.gov</a>
Southern Oregon	Josh LeBombard	<a href="mailto:josh.lebombard@dlcd.oregon.gov">josh.lebombard@dlcd.oregon.gov</a>
Portland Metro (East)	Kelly Reid	<a href="mailto:kelly.reid@dlcd.oregon.gov">kelly.reid@dlcd.oregon.gov</a>
South Coast	Hui Rodomsky	<a href="mailto:hui.rodomsky@dlcd.oregon.gov">hui.rodomsky@dlcd.oregon.gov</a>
South Willamette Valley	Patrick Wingard	<a href="mailto:patrick.wingard@dlcd.oregon.gov">patrick.wingard@dlcd.oregon.gov</a>

**APPLICATION DEADLINE: July 31, 2023**